

Child Support Fund Corporation Counsel Fund Purpose / Summary

Fund Purpose

The Child Support Division in the Corporation Counsel Office implements and administers the Child Support Enforcement Act pursuant to Title IV-D of the Federal Social Security Act and Wisconsin Statutes, under contract with the State Department of Workforce Development. This Waukesha County Special Revenue fund accounts for County Child Support programs supported by state, federal and county funding. Child Support Services include activities to establish paternity, obtain initial orders for child support and health insurance, enforce or modify existing orders, and collect delinquent accounts.

Financial Summary

	2002 Actual	2003 Adopted Budget	2003 Estimate (a)	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
General Fund						
Personnel Costs	\$1,599,932	\$1,656,378	\$1,673,234	\$1,771,320	\$114,942	6.9%
Operating Expenses	\$182,653	\$166,386	\$165,856	\$194,900	\$28,514	17.1%
Interdept. Charges	\$151,857	\$180,033	\$172,506	\$188,139	\$8,106	4.5%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$1,934,442	\$2,002,797	\$2,011,596	\$2,154,359	\$151,562	7.6%
General Government	\$1,796,697	\$1,785,923	\$1,796,397	\$1,925,960	\$140,037	7.8%
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$32,485	\$28,307	\$31,767	\$30,347	\$2,040	7.2%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue (b)	\$68,821	\$90,000	\$90,050	\$65,000	(\$25,000)	-27.8%
Total Revenues	\$1,898,003	\$1,904,230	\$1,918,214	\$2,021,307	\$117,077	6.1%
Tax Levy (d)	\$36,439	\$98,567	\$93,382	\$133,052	\$34,485	35.0%

Position Summary (FTE)

Regular Positions (c)	31.60	30.60	29.94	30.65	0.05
Extra Help	0.84	0.29	0.50	1.00	0.71
Overtime	0.59	0.48	0.28	0.51	0.03
Total	33.03	31.37	30.72	32.16	0.79

(a) The 2003 estimated personnel costs exceed the budgeted amount due to a reallocation of a Principal Assistant Corporation Counsel of 0.10FTE during 2003. Department may propose a fund transfer from Corporation Counsel General fund to provide additional expenditure authority.

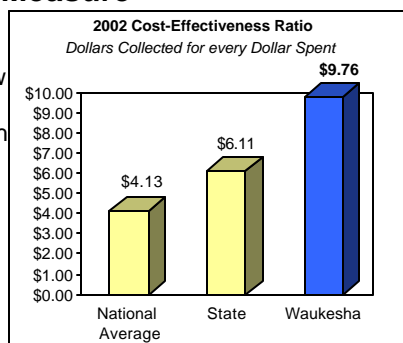
(b) Other revenue includes Child Support fund balance budget appropriations of \$68,379 in 2002, \$90,000 in 2003 and \$65,000 in 2004.

(c) The increase in FTE for the 2004 Budget includes a transfer of 0.05 FTE of a Principal Assistant Corporation Counsel from Corporation Counsel - General.

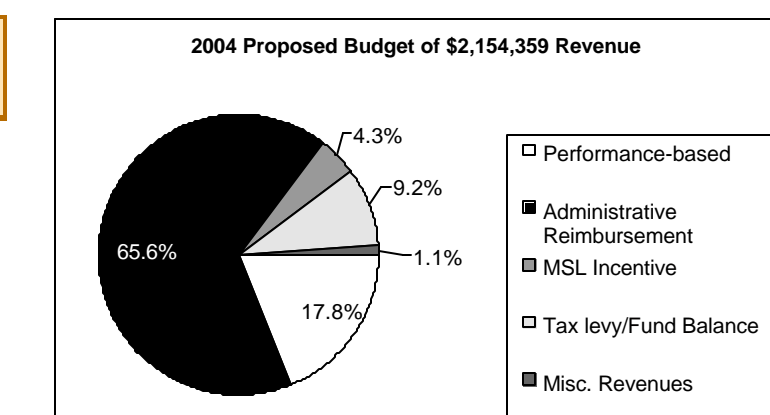
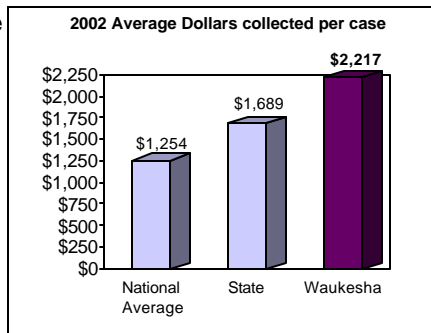
(d) The tax levy budgeted for 2002 was \$36,439. The amount shown represents actual expenditures less revenues.

Performance Measure

The Cost-Effectiveness graph displays how Waukesha County compares with both the national average and the state amount of dollars collected per dollars spent.



Also comparable are dollars collected per case. This chart also compares the national average, Wisconsin and Waukesha County.



This chart represents the Child Support Division's various revenue funding components. The performance-based (\$406,000), administrative reimbursement (\$1,426,960) and the Medical Support Liability (MSL) incentive (\$93,000) are funded by the state. Miscellaneous revenues are made up of blood test fees, client fees, copy fees and vital statistics fees. The tax levy/fund balance component consists of tax levy (\$133,052) and fund balance (\$65,000).

Departmental Objectives

1. To continue to maximize earnings of performance funds under the annual contract with the State as measured by the level of paternity establishment, current collections, court orders established and arrears collection. (Ongoing)
2. Plan the development of the Child Support Division's portion of the Waukesha County web site on the Internet in order to increase the resources and general information available to parents regarding the child support program. The site may contain forms that could be printed and linked to other related external sites, such as legal authorities. (2nd Qtr, 2004)
3. To provide training to employees by pooling resources from adjacent counties in light of the decreased training budget and opportunities from the state. Special emphasis will be given to effective utilization of administrative enforcement mechanisms. (Ongoing)

Major Departmental Strategic Achievements from 07/01/02 to 06/30/03

1. Completed the Percentage Expressed Order conversion project, which converted the terms of court-ordered child support obligations from a percentage of gross income to a fixed dollar amount. Waukesha County converted 2,532 cases or 99.20% of its caseload by the federal due date of September 30, 2002. This enables the state to compete on more federal performance measures for additional funding.
2. Earned 98.75% (or \$341,747) of the performance-based funds including establishment of paternity, the establishment of child support court orders and the collection of child support arrearages.
3. Earned 98% (or \$97,791) of the Medical Support Liability Incentive for Federal Fiscal Year 2002, which exceeded our budgeted projection.

Legal and Administrative Services

Program Description

Legal and administrative services for all aspects of the Child Support Program, including the services of Corporation Counsel attorneys, legal secretaries and clerical support.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Staffing (FTE)	8.70	8.89	8.61	8.65	(0.24)
Personnel Costs	\$544,179	\$563,460	\$617,923	\$595,063	\$31,603
Operating Expenses	\$50,051	\$52,714	\$53,578	\$56,965	\$4,251
Interdept. Charges	\$48,189	\$57,328	\$55,357	\$61,648	\$4,320
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$642,419	\$673,502	\$726,858	\$713,676	\$40,174
General Government	\$428,692	\$441,702	\$477,738	\$475,088	\$33,386
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$767	\$767	\$767	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue (a)	\$18,613	\$25,290	\$25,290	\$18,343	(\$6,947)
Total Revenues	\$447,305	\$467,759	\$503,795	\$494,198	\$26,439
Tax Levy	\$195,114	\$205,743	\$223,063	\$219,478	\$13,735

(a) Fund balance appropriation. The difference between budget years in Other Revenue is the planned reduction of the usage of Child Support Division fund balance.

**Program Highlights**

The department is eliminating the use of Temporary extra help for a law intern (research legal issues). This reduces costs \$7,100 or 0.29FTE. Positions are increased 0.05 FTE by allocating more Principal Assistant (attorney) time from Corp. Cnsl-General to this program to reflect actual work activity with an associated program cost increase of \$6,300. The operating expenses increase slightly by \$4,300 mostly due to an increase in the need and expense in Paralegal/Legal services of \$3,000.

The Child support division is charged a cross charge from the Corporation Counsel-General fund for shared expenses, which amounts to a charge of \$11,400, a \$2,500 increase over 2003.

Higher total expenditures in this program result in the increase of administrative reimbursement portion at 66% of expenditures in general government revenue of \$33,400. The difference between budget years in Other Revenue of \$6,900 is the planned reduction of the usage of Child Support Division fund balance.

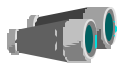
Case Management

Program Description

Investigates cases, locates parents, establishes paternity, establishes court-ordered obligations for child support and health insurance, modifies obligations as required by law and enforces obligations through a variety of administrative and judicial techniques for Wisconsin and interstate cases.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Staffing (FTE)	15.09	14.43	14.73	14.95	0.52
Personnel Costs	\$714,129	\$744,132	\$719,691	\$792,689	\$48,557
Operating Expenses	\$126,130	\$103,777	\$103,286	\$124,545	\$20,768
Interdept. Charges	\$63,745	\$78,205	\$75,178	\$81,226	\$3,021
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$904,004	\$926,114	\$898,155	\$998,460	\$72,346
General Government	\$1,097,671	\$1,079,507	\$1,064,571	\$1,158,131	\$78,624
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$32,438	\$27,540	\$30,000	\$28,500	\$960
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue (a)	\$30,734	\$41,180	\$41,230	\$29,692	(\$11,488)
Total Revenues:	\$1,160,843	\$1,148,227	\$1,135,801	\$1,216,323	\$68,096
Tax Levy	(\$256,839)	(\$222,113)	(\$237,646)	(\$217,863)	\$4,250

(a) Fund balance appropriation. The difference between budget years in Other Revenue is the planned reduction of the usage of Child Support Division fund balance.

**Program Highlights**

An increase of 0.50 FTE at a cost of \$19,400 is for the addition of Temporary Extra Help to assist Child Support Specialists with case specific issues. The remaining Personnel costs increase is based on wage and benefit cost to continue.

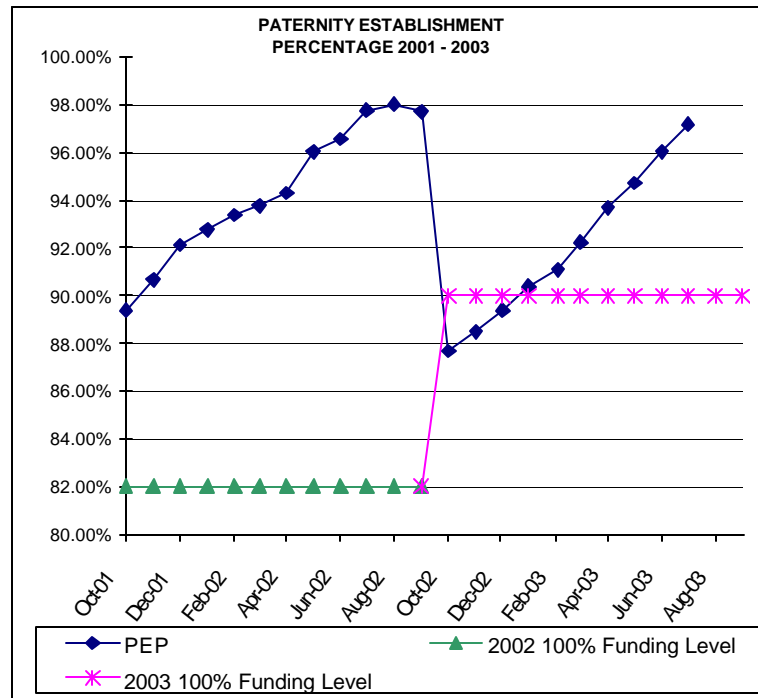
Operating Expenses increase \$20,800 mostly due to an increase in caseload and expense / fees for the service of process of \$11,500, a need for outside state training of \$2,100 and third party temporary help of \$3,800. Interdepartmental costs only slightly increase in this program. The Child Support Division is continuing to fund the End user Technology Fund (EUTF) at 100% with a budgeted cost of \$41,800 in this program.

Higher expenses in this program result in the increase in the administrative reimbursement portion at 66% of expenditures in general government revenue of \$51,100. Revenue increases from an overall performance measure allocation by \$50,100, as the state is now eligible for additional revenue from an additional performance measure (see following pages for more information). Offsetting these increases is a slight decrease in Medical Support Liability incentive and decrease in basic program revenue of \$20,500 due to a change with the vendor providing the service. Slight increases in the charges for service are due to higher anticipated revenues collected for the recovery of blood test costs and service of process costs. The difference between budget years in Other Revenue of \$11,500 is the planned reduction of the usage of Child Support Division fund balance.



Performance Measure: The State annual contract awards certain funds to counties on a performance basis. An additional performance measure is being added to the 2004 budget for a total of four performance measurements in total calculated based upon the Federal Fiscal Year.

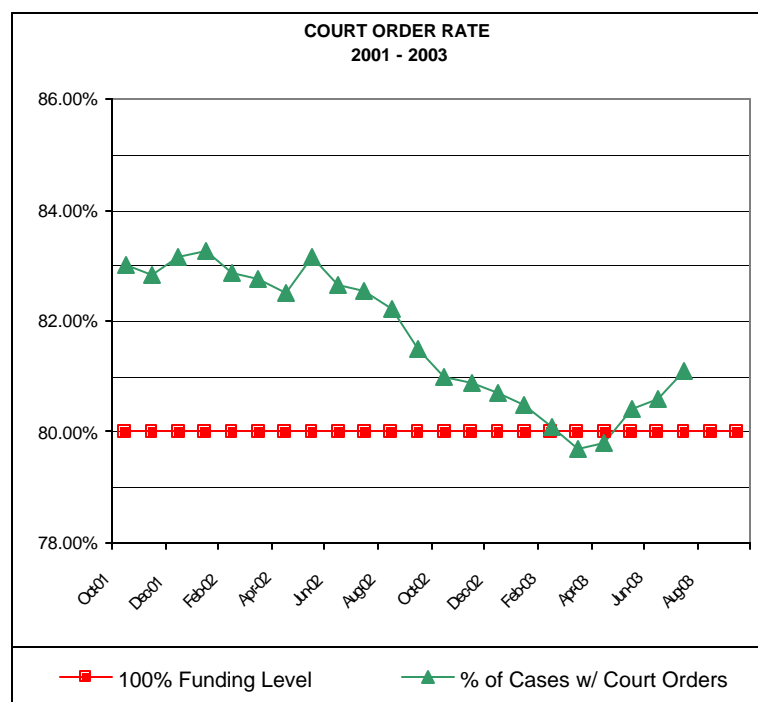
Performance Measure 1: Paternity Establishment (PEP). This measure directly compares the total number of non-marital children where paternity has been established to the total number of non-marital children in the county. In 2002, Waukesha County earned 100% of the total performance revenues possible. Waukesha County is expected to achieve 100% of the 2003 allocated performance dollars for this measure as well. In 2004 this measure is weighted at 40% of the total performance allocation to Waukesha County, thereby accounting for \$162,400. To obtain the 100% of funding in 2004 that is budgeted, the Child Support Division would need to either increase its paternity establishment rate by 1% point or achieve a rate of 90%.



Note: PEP as of Oct-02 utilizes new State measurement criteria to more closely resemble the federal paternity rate.

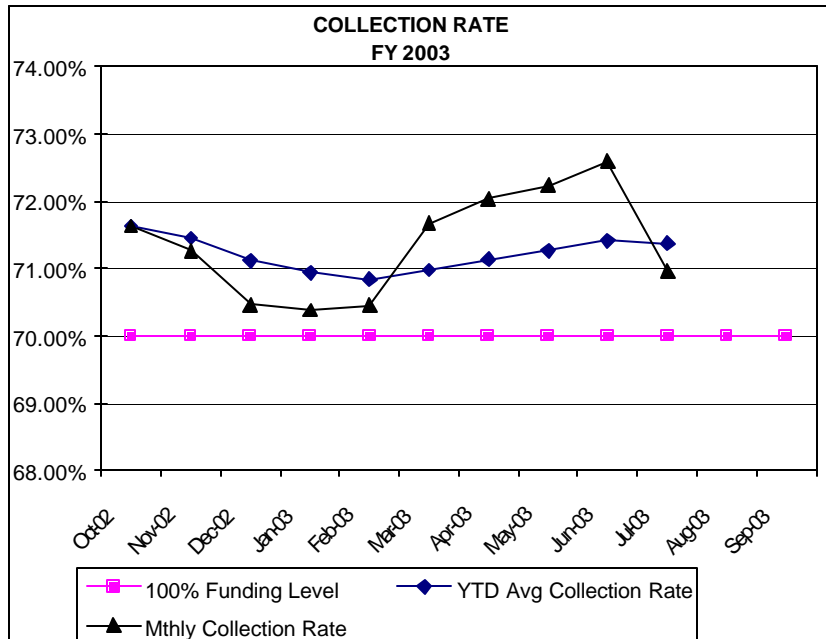


Performance Measure 2: Court Order Rate. The Court Order Rate compares the number of cases with support orders to the total number of cases. The performance goal is at a rate of 80% or higher. Waukesha County earned 100% of the revenues allocated to this measure in 2002 and is expected to earn all of the 2003 performance allocation. For 2004, the court order rate receives 25% or \$101,500 of the total performance allocation. To collect 100% of the performance money budgeted in 2004, Waukesha County would either have to obtain a court order rate of 80% or increase its rate by 1.5% points.





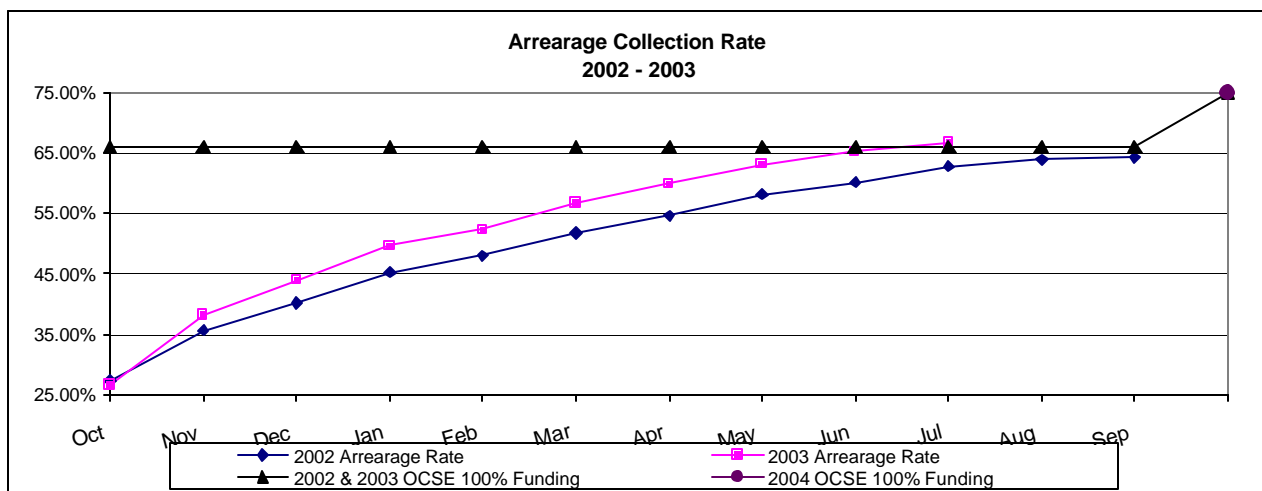
Performance Measure 3: Current Collection Rate. This had previously been a performance measure in 1999 – 2001 but was taken out as a performance measure in 2002. Due to the importance of this function, the state has reintroduced this as part of the performance funding in federal fiscal year 2003. The current collection rate equation evaluates the number of dollars collected for current support versus the total dollars owed for current support. The calculation of this performance measure for 2004 is different from previous years. The new method of calculation will mirror the federal calculation for better comparison purposes and is possible due to the successful completion of the Percentage Expressed Order (PEO) conversion project. A twelve-month average in 2004 will be compared to a baseline average established in federal fiscal year 2003. In 2004, Waukesha County need only improve the baseline average by 0.25% or accomplish a 75% collection rate to receive 100% of the performance funding allocation. For 2004, Waukesha County is projecting to earn 100% of this performance measure for an allocation of \$101,500, which is 25% of the total performance allocation.



In 2004, Waukesha County need only improve the baseline average by 0.25% or accomplish a 75% collection rate to receive 100% of the performance funding allocation. For 2004, Waukesha County is projecting to earn 100% of this performance measure for an allocation of \$101,500, which is 25% of the total performance allocation.



Performance Measure 4: Arrears Collection. This performance measure was originally introduced in 2002, was removed from the 2003 budget and now is again in place for the 2004 budget, mostly due to the successful achievement of the PEO project. The Arrears Collection Rate measures the percentage of cases receiving a collection on past due support each year. At the beginning of each federal fiscal year, the rate is started at the October level of arrears collection. The rate is then accumulated throughout the federal fiscal year. The 2003 Arrearage Rate is displayed for comparison purposes only and was not a funding mechanism for the 2003 budget. In 2002, Waukesha County did not receive 100% of this performance measure, but still collected \$90,992 in performance dollars. For 2004 to receive the 100% funding budgeted, Waukesha County needs to increase its rate by 0.5% points or obtain a 75% arrearage rate.



Financial Services

Program Description

Provides financial services related to payment processing, such as performing court order entry, generating wage assignments, conducting audits, updating demographics, making adjustments, researching suspended payments, resolving issues with the Wisconsin Support Collections Trust Fund, and answering customer service inquiries.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Staffing (FTE)	9.24	8.05	7.38	8.56	0.51
Personnel Costs	\$341,624	\$348,786	\$335,620	\$383,568	\$34,782
Operating Expenses	\$6,472	\$9,895	\$8,992	\$13,390	\$3,495
Interdept. Charges	\$39,923	\$44,500	\$41,971	\$45,265	\$765
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$388,019	\$403,181	\$386,583	\$442,223	\$39,042
General Government	\$270,334	\$264,714	\$254,088	\$292,741	\$28,027
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$47	\$0	\$1,000	\$1,080	\$1,080
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue (a)	\$19,474	\$23,530	\$23,530	\$16,965	(\$6,565)
Total Revenues:	\$289,855	\$288,244	\$278,618	\$310,786	\$22,542
Tax Levy	\$98,164	\$114,937	\$107,965	\$131,437	\$16,500

(a) Fund balance appropriation. The difference between budget years in Other Revenue is the planned reduction of the usage of Child Support Division fund balance.

**Program Highlights**

Personnel Costs increase in 2004 by \$34,800, mainly from the addition of 0.51 FTE in Extra Help of \$12,300 for clerical duties. This addition is needed to help offset the reduction of 2.00 FTE in concurrent years from this program to continue providing the required financial services functions described above. The other increases in personnel occur from cost to continue full time staff salary and benefit adjustments.

Operating Costs increase slightly from the addition of Third Party Help and the projected use of outside contracted trainers, in conjunction with departmental objectives, due to the state drastically reducing the training available to county workers. Interdepartmental costs slightly decrease in this program. The Child Support Division is continuing to fund the End User Technology Fund (EUTF) at 100% with a budgeted cost of \$23,900 in this program.

Higher total expenditures in this program result in the increase of the administrative reimbursement portion at 66% of expenditures in general government revenue of \$28,000. A new copy revenue charges for services category began in 2003, to increase the 2004 budget revenue by \$1,100 from a \$0.20 charge per page for copies of non-current year account activity statements. The difference between budget years in Other Revenue of \$6,600 is the planned reduction of the usage of Child Support Division fund balance.